

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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December 21, 2004

**FROM:** ROBERT L. McKERNAN, Director  
County Museums

**SUBJECT: EMPLOYMENT AGREEMENT WITH HORTENSE PACKER AS PROJECT  
COORDINATOR**

**RECOMMENDATION:** Approve employment agreement with Hortense Packer as Project Coordinator for the Web Module project at the San Bernardino County Museum through December 31, 2005 at the hourly rate of \$17.48.

**BACKGROUND INFORMATION:** On July 1, 2003 the Board approved Agreement Numbers 03-671 and 03-672 with the Institute of Museum and Library Services (IMLS) in which the County Museum received \$496,750 for development of the Web Module and Inland Empire Archival Heritage Center. At the same time, the Board also approved an employment agreement with Hortense Packer as Project Coordinator through December 31, 2004.

In addition to the above funds, the Museum has received additional awards from IMLS for the further development of the Web Module. On March 30, 2004, Board-approved Agreement No. 04-243 in the amount of \$248,525 for continued development of the web module project. Also, on October 19, 2004 the Board approved Agreement No. 04-1073 with IMLS for acceptance of the 2004 Museums for America Grant in the amount of \$61,234 for continued development of the web module project.

When completed, the web module project will provide access to collections numbering more than one million objects, lots, and specimens. This information will be available for public and academic use. Enhanced web technology will allow access to distant patrons without a practical means to visit the Museum in person. Also, viewing artifacts at the Museum electronically allows for greater access to collections that would not otherwise be seen due to strict conservation guidelines related to environmental controls that preserve their integrity. Because the web module is still being developed, staff now seeks Board approval for a new employment agreement with Hortense Packer to extend staffing the program through December 31, 2005.

Ms. Packer is recommended for this position based on her outstanding qualifications, strong educational background and excellent performance during the past year as Project Coordinator. Ms. Packer's performance has been exemplary in coordinating, implementing and evaluating programs along with her ability to secure grant funding for this and various Museum programs.

Under terms of the proposed agreement, Ms. Packer would be compensated at the hourly rate of \$17.48. Staff has determined this amount to be fair and reasonable relative to the duties that will be performed. Ms. Packer will be covered under the County's Worker's Compensation Insurance Program, and will participate in the County's Benefit Plan and P.S.T. Deferred Compensation. The agreement also provides for sick, holiday, and vacation leave time. Ms. Packer will not participate in the County's retirement system.

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The term of the proposed agreement is through December 31, 2005. The County or the contractor may choose to terminate the agreement without cause by giving the other party a 14-day written notice of termination. During the term of this agreement, Ms. Packer is entitled to carry her existing leave balances forward.

**REVIEW AND APPROVAL BY OTHERS:** This agreement has been approved as to legal form by County Counsel (Jean-Rene (John) Basle, Deputy County Counsel, 387-5477) on December 10, 2004 and by Human Resources (Tammy Ballesteros, Human Resources Officer, 387-8138) on December 9, 2004. In addition, this recommendation has been approved by the County Administrative Office (Tom Forster, Administrative Analyst, 387-4635) on December 13, 2004.

**FINANCIAL IMPACT:** Based on the anticipated number of hours that Ms. Packer is expected to work on this project, the cost to the Department from this agreement over the next year will be approximately \$30,000. This cost will be reimbursed through previously approved grant funds from the IMLS. Appropriations and offsetting revenues related to this project were included in the Department's FY 2004/05 budget.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this item and concurs with the Department's recommendation based on the need for a Project Coordinator to oversee development of the web module through its completion. Also, this employment agreement is being funded by IMLS grant funds.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Robert L. McKernan, 798-5719